

ROUTING AND RECORD SHEET

SUBJECT (Optional)

PPG Quarterly Review

FROM:

Chief, Policy and Plans Group

EXTENSION

NO.

DATE

28 June 1985

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

~~DD/PPT~~

2.

C/PLANS (F-1A)

3.

4.

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15.

Attached are some suggested talking points for the quarterly session with D/S. I will be on leave and no one from PPG will attend unless you want to call someone in.



PPG TALKING POINTS FOR P&M Quarterly

3 July 1985

1. RMO/REGISTRY

STAT ° We expect a new Chief of Registry [] in
STAT late July to replace []

° We plan to relieve the RMO of direct supervision of the Registry and, if space can be found, to move the RMO to allow more room in the Registry, primarily to isolate the Zerox machine.

STAT We plan to transfer supervisory responsibility for the
STAT Registry from the Plans Branch, [] to the
Policy Branch, []

2. BUDGET

STAT ° FY 1987 Budget guidance from the Comptroller is expected
STAT in early July. FY 87 Budget estimates will then be due,
STAT probably in late July. [] will assist in
STAT preparing these to help familiarize her with the budget
STAT process.

STAT ° In the Budget Branch, [] replacement,
STAT [] has arrived. Because of serious health
STAT problems [] of her newborn child, it is
STAT expected that she will work part time, perhaps four days a
STAT week.

STAT ° Office of Finance has provided a co-op student,
STAT [] to help out in the Budget Branch for about
STAT three months. This help will get the Budget Branch through
STAT the summer but the workload problem is very serious. Field
STAT Office accountings have grown tremendously because of
STAT increased use of CSS's and TDY. The entire Office of
STAT Security Budget has increased dramatically and has become
STAT more complicated because of the special recruitment effort,
STAT increased technical security activity, etc. In short, by
STAT September more help will be needed either in the form of
STAT another slot which we would hope Office of Finance could
STAT fill or perhaps in the form of a part time employee with
STAT financial experience.

3. STATISTICS

° The way we compile and use statistics, both for the Monthly Statistical Report and for planning/budget purposes, needs improvement in my opinion. As one small step, we have as of 26 June, transferred responsibility for statistics from the Policy Branch to the Plans Branch. The Administrative Assistant, [redacted] will do the basic work.

STAT

4. ADP

See attached notes prepared by [redacted] absence.

STAT

STAT



SCIP Status

Clearance Division Wang Alliance Equipment

STAT The Wang Alliance equipment for Clearance Division in support of
STAT the DCI's directive to hire an additional [] staff employees has
arrived at the receiving dock at Hq. This equipment will be
shipped to [] when cable installations are completed by
7 July.

Additional Wang Equipment for P&M and PSI

19 workstations and 3 printers have been ordered for P&M and
PSI components for case processing requirements. The components
have determined an immediate need for the additional Wang
equipment. This procurement will be funded from PPG's ADP
account (\$65,000).

PC Wang Equipment

Two PC's have been ordered to be used by the FOC for monthly
statement of condition and Budget & Finance for spread sheet
applications

STATUS OF FIELD OFFICES

STAT

The telecommunications equipment has been installed and is
operational. Documents/twx's have been sent and received
to/from SRD via the Wang systems successfully. Word processing
and visual memory applications are being implemented.

Telecommunications via the Wang system continue in a
production mode with approximately 150 documents sent per week
to SRD.

The Wang equipment is on site at WFO awaiting installation of
additional power by PEPCO. Expected installation of power and
equipment in early July.

Renovations has started at BFO which includes installing conduit
pipes for power and equipment. Expected completion about 16 August

Renovations expected to start mid July and completed by early
September.

Renovations expected to start mid August and completed by mid
October